

MINUTES
BOARD OF MANAGERS MEETING
NOVEMBER 19, 2018

PRESENT: Paul J. Lloyd - Chairman (Veterans of Foreign Wars); Robert “Bob” Blais (American Legion); Susan A. Cuddy (Veterans of Foreign Wars); Denise DeBlois (Disabled American Veterans); Raymond J. Goulet, Jr. (Vietnam Veterans of America); Jerilyn Maynard (Disabled American Veterans Auxiliary); Elaine Baker (Female Resident – Second Vice President, NHVH Resident Council); William Bertholdt (Male Resident – President, NHVH Resident Council); Emil Ouellette (Department Commander – American Legion); Robert W. Guldner (Department Commander – Disabled American Veterans), and Margaret “Peggy” LaBrecque (Commandant). **EXCUSED:** Richard L. Murphy (Marine Corps League), and William “Bill” Ryan (Department Commander – Veterans of Foreign Wars). **GUESTS:** Jason Belanger (Program Specialist IV – NH Department of Treasury); Armand Plourde (NHVH Director of Administrative Services), and Michelle Booker (NHVH Director of Resident Care Services).

***CALL TO ORDER:**

The November 19, 2018 Board of Managers Meeting was called to order at 9:02 a.m. by Paul Lloyd, Chairman of the Board of Managers. Attendees present were led in the prayer by Robert Blais and Pledge of Allegiance by Chairman Lloyd.

***PUBLIC HEARING ON ADMINISTRATIVE RULES:**

The New Hampshire Veterans Home Board of Managers held a Public Hearing on Administrative Rules Ve-H 200 **Procedural Rules** and Ve-H 300 & Ve-H 400, **Residency, Admission, Transfer and Discharge Rules** at its meeting today beginning at 9:00 a.m.

***APPROVAL OF MINUTES – OCTOBER 15, 2018:**

The Minutes of the Board of Managers Meeting of October 15, 2018 were reviewed and discussed. Motion was made by Robert Blais, seconded by Raymond Goulet, Jr., to accept the Minutes of the October 15, 2018 Meeting. M/C.

***COMMUNICATIONS:**

Commandant LaBrecque read a letter from Cerdric Marsh, Chairman – U.S. Navy Birthday Committee, Kearsarge-Sunapee Region for the Committee, thanking her for facilitating the attendance of our Navy veterans at their annual Navy Birthday celebration.

***CUSTODIAL FUND INVESTMENTS:**

Jason Belanger, Program Specialist IV – NH Department of Treasury, presented CD rates as of 11/16/18.

***CENSUS UPDATE:**

As of November 14, 2018, the Home has 183 admitted veterans. Tarr/Welch has 21 veterans approved in the candidate pool. LEDU has 10 veterans approved in the candidate pool. The Home has 71 active applicants.

***BUDGET UPDATE:**

Commandant LaBrecque reviewed the FY19 (July 1, 2018 - June 30, 2019) Financial Summaries of the New Hampshire Veterans Home as of October 31, 2018.

Pursuant to RSA 9:7, hearings on agency operating budget requests for the FY 2020-2021 Biennium began on Friday morning, November 16, 2018 in Rooms 306-308 of the Legislative Office Building. Commandant LaBrecque and Armand Plourde presented the Veterans Home’s proposed operating budget to members of the Governor’s budget advisory panel on Friday, November 16 at 11:30 a.m.

***CAPITAL PROJECTS REPORT:**

Armand Plourde provided an update on the New Hampshire Veterans Home's efforts to date concerning capital projects and operational highlights including: ▪ **VA Equipment Upgrade Project - \$1,650,000** - Project will start on 11/26/18 with construction of walkway and laundry pad prep. ▪ **Town Hall Video System upgrade** - State Purchasing Bid 89-19 closed on 10/24/18 at 11:00 a.m. Maverick Systems was the only bidder. Purchasing is issuing the Purchase Order. ▪ **Security upgrade project \$795k** - Engineers and architects are meeting today for the second walk-through of our facility. ▪ **Laundry Department Domestic Hot Water Tank Replacements** - Governor & Council approved the contract on 11/14/18 for Northern Peabody in the amount of \$83,000. The contract is for replacing 2 hot water tanks which are leaking and must be replaced within 90 days per the Department of Labor Boiler Inspector. We received another extension until 12/15/18. ▪ **Temporary Nursing Services RFP** – The bid questioning period closed on 11/15/18 at 2:00 p.m. We received 125 questions from 24 vendors. Bid closing deadline is 11/28/18 at 2:00 p.m.

***QUALITY ASSURANCE REPORT:**

Michelle Booker, Director of Resident Care Services, provided a Quality Assurance Report of the progress for the past quarter and will share updated information with the Board on a quarterly basis – February, May, August, and November. This presentation was done in a Power Point format.

***RESIDENT/STAFF MATTERS:**

A Resident Activity Summary of the many trips and activities during the period of 10/15/18 – 11/19/18 was reviewed.

A Request for Proposal for Temporary Nursing Services at the New Hampshire Veterans Home was issued on 9/19/18 - NHVH RFP 19-01. An Amendment was added to this RFP so we extended the deadlines as follows: Vendor inquiries deadline changed from 10/19/18 to 11/15/18 at 2:00 p.m. Posting of all vendor responses deadline changed from 10/26/18 to 11/19/18 at 2:00 p.m. The deadline for submitting proposals has been changed from 10/31/18 to 11/28/18 at 2:00 p.m.

At its meeting of November 14, 2018, the Governor & Executive Council authorized for the New Hampshire Veterans Home to accept and expend funds from the Community Health Service Network, in the amount of \$5,000 to provide workforce incentives to assist with the regional workforce crisis - effective upon G&C approval through June 30, 2019.

***ADMINISTRATIVE RULES:**

No one from the general public attended today's Public Hearing on the Veterans Home's Administrative Rules. Commandant LaBrecque shared Office of Legislative Services Attorney Michael Morrell's comments to Initial Proposal 2018-173 (Ve-H 203, 204, 206, 220).

Motion was made by Raymond Goulet, Jr., seconded by Denise DeBlois, to adopt as final the changes - with the Office of Legislative Services attorney's comments - to the Initial Proposal to Administrative Rules Ve-H 203, 204, 206, 220 – Board of Managers of N.H. Veterans Home – PROCEDURAL RULES. M/C.

Motion was made by William Bertholdt, seconded by Raymond Goulet, Jr., to adopt as final the changes - with the Office of Legislative Services attorney's comments - to the Initial Proposal to Administrative Rules Ve-H 300 – Board of Managers of N.H. Veterans Home – RESIDENCY AND ADMISSION TO NEW HAMPSHIRE VETERANS HOME. M/C.

Motion was made by Robert Blais, seconded by William Bertholdt, to adopt as final the Initial Proposal to Administrative Rules Ve-H 400 – Board of Managers of N.H. Veterans Home, TRANSFER AND DISCHARGE FROM THE HOME. M/C.

The Joint Legislative Committee on Legislative Rules (JLCAR) will be meeting on Thursday, December 20, 2018 at 9:00 a.m. in the Legislative Office Building. These Administrative Rules will be on their Agenda.

***OTHER BUSINESS:**

Chairman Lloyd and Commandant LaBrecque attended the Fiscal Committee Meeting on Friday, October 19, 2018 to discuss the audit of the State of New Hampshire Internal Control Review of the New Hampshire Veterans' Home Members' Administration Account for the nine months ended March 31, 2018. The Committee accepted the audit, with updates to be provided to the Committee on a quarterly basis.

Commandant LaBrecque and Armand Plourde conducted interviews for the Business Administrator IV on Thursday, November 15, 2018 and will move quickly to select the most qualified candidate.

***2019 DATES FOR BOARD MEETINGS AND VETERANS CEREMONIES:**

The Board decided on 2019 Board Meeting dates as follows:

- **January 14, 2019; ▪ February 11, 2019; ▪ March 18, 2019; ▪ April 15, 2019; ▪ May 20, 2019; ▪ June 17, 2019;**
- **July 15, 2019; ▪ August 19, 2019; ▪ September 16, 2019; ▪ October 21, 2019; ▪ November 18, 2019, and**
- **December 16, 2019**

The NHVH Memorial Day Ceremony will be held on **May 28, 2019**

The NHVH Veterans Day Ceremony will be held on **November 12, 2019**

***UPCOMING EVENTS:**

- ~ *Corvette Club Ice Cream Social – December 1, 2018 – 2:00 p.m. (NHVH Town Hall)*
- ~ *39th Army Band Concert – December 6, 2018 – 7:00 p.m. (NHVH Town Hall)*
- ~ *Pearl Harbor Remembrance – December 7, 2018 – 11:00 a.m. (NHVH Town Hall)*
- ~ *Elks Holiday Party with entertainment – December 8, 2018 – 2:30 p.m. (NHVH Town Hall)*
- ~ *Veterans Joint Christmas Party – December 9, 2018 – 2:30 p.m. (NHVH Town Hall)*
- ~ *Bel Airs Holiday Show – December 22, 2018 – 2:30 p.m. – (NHVH Town Hall)*
- ~ *Christmas Eve Holiday Parties on individual Units – December 24, 2018*
- ~ *Holiday entertainment in the Town Hall – December 25, 2018 – 2:30 p.m.*
- ~ *New Year's Eve Party with entertainment – December 31, 2018 – 2:30 p.m. (NHVH Town Hall)*

***DATE OF NEXT MEETING:**

The next monthly Board of Managers Meeting will be held on Monday, December 17, 2018 at 9:00 a.m.

***CLOSING OF THE PUBLIC HEARING ON ADMINISTRATIVE RULES:**

Commandant LaBrecque closed the Public Hearing at 10:56 a.m.

***ADJOURNMENT:**

Motion was made by William Bertholdt, seconded by Raymond Goulet, Jr., to adjourn the meeting. M/C. The meeting was adjourned at 10:57 a.m.

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